



Maricopa County

Environmental Services Department

Environmental Health Division
1001 N. Central Ave., Suite 300
Phoenix, Arizona 85004-1937
Phone: (602) 506-6970
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Instructions for Owners of New Businesses

If you are planning to open a food/drink service establishment, public school, hotel, or petshop/pet groomer, you will need to complete one of the following procedures to obtain a permit to operate.

- A. If you are constructing a new business or the fully completed space you plan to use (e.g. church kitchen) has never had a permit to operate from Maricopa County Environmental Services Department, you will need to complete the entire plan review process prior to opening your business. Remodeling of a previously permitted establishment will also require plan submittal. Please visit the [plan review program website](#) to view forms and instructions on how to complete this process.
- B. If you are taking over an existing business permitted by this Department or are re-opening a previously closed business, you will need to contact the plan review program at (602)506-6980 to request an inspection. An inspector will return your call once they receive your request to schedule the inspection. Prior to the inspection, you will need to read this entire document, complete the New Owner Application found at the end of this document, and present it to the inspector at the time of the inspection. The inspection will be conducted to evaluate the facility for compliance. If the facility meets current county health code standards at the time of inspection, an operating permit will be approved.

As stated above, the facility must meet current health code standards. The Environmental Health Code does not 'grandfather' any part of an establishment (see regulations below), which means regardless of the current condition or how the existing business was originally permitted, all new permits will have to meet and/or upgrade to current code standards. If the establishment does not meet minimum standards during the inspection, a Cease & Desist Order request will be filed and the owner will be required to pay for an [Inspection Upon Request](#) (see below) to schedule a re-inspection to verify compliance. Once the Order is in place, the business must remain closed until the Department gives formal approval to open. Additionally, if the areas of noncompliance are significant enough, plan submittal for the repairs may be required, which could further lengthen the time the business is closed.

No application for permit shall receive approval and no permit shall be issued and no facility for which a permit is required shall be placed in operation until the applicant demonstrates to the Department full compliance with the provisions of this Environmental Health Code.

Although all permit holders are expected to understand and follow all applicable sections of the health code, we understand operators may not be able to effectively evaluate an establishment on their own to determine if it will meet current standards. To help with this uncertainty and to avoid possible Cease & Desist Orders, this Department offers an evaluation tool that prospective operators can use, prior to taking over ownership or entering into a lease agreement. This tool is referred to as an [Inspection Upon Request](#) and has a fee of \$240. **The application must be completed and signed by the current business owner or landlord. Prospective owners cannot be the applicant so they must work with the current owner to apply for the inspection.** Once requested, an inspection will be conducted and any areas of noncompliance will be documented on an inspection report and **given to the applicant.** The applicant will then choose whether or not to share the inspection results with the prospective owner.

This inspection tool, **prior to ownership transfer**, is completely optional, but as stated above, if an ownership transfer has taken place and the establishment fails to meet minimum standards, a Cease & Desist Order will be filed. As stated above, if the ownership transfer has already taken place and the establishment does not meet minimum requirements at the time of the initial inspection, the owner will be **required** to pay for an inspection upon request in order to schedule a re-inspection to verify compliance. Additionally, if the areas of noncompliance are significant enough, plan submittal for the repairs may be required, which could further lengthen the time the business is closed.

In addition to the onsite Inspection Upon Request, a prospective owner can use documents provided by this Department to complete a self-evaluation of a facility. Please review the [Plan Review Minimum Requirements for Establishments](#), the [Construction Guide](#), and the following items to determine whether your facility will qualify for a new permit.

GENERAL REQUIREMENTS FOR PERMIT APPROVAL

- All remodeling shall meet current Maricopa County Health code requirements. Existing plumbing and finish schedules shall meet current Maricopa County Health Code requirements. Existing equipment shall be clean, in good working condition and shall meet current Maricopa County Health Code requirements.
- Hot and cold water must be present at all sinks. All refrigeration units must be able to hold food temperatures at 41°F or less and freezers at 0°F or less.
- Water temperature should be 85° to 105°F at tempered hand wash sinks and a minimum 110°F to all other sinks. Dishmachines must be supplied with at least 120°F (See manufacturer's instructions). Metered/timed faucets shall be adjusted to run for 15 seconds or longer. Hot water or tempered water shall be supplied to all sinks within 45 seconds. A recirculation water pump may need to be installed.
- Hand sinks shall be centrally located, visible, and directly accessible within 25 feet of all food and beverage work stations/ areas. In food establishments, waterproof metal splash guards, at least as high and as wide as the hand sink, shall be installed between the hand sink and food/ beverage/ utensil related areas within 24-inches of the hand sink.

- If washing of produce is done onsite or if running water is used to thaw frozen foods, a separate food preparation sink, indirectly drained to the sewer system must be installed.
- All establishments must have a dedicated mopsink with hot & cold water and an approved basin and drain. Mopsinks cannot be used as handsinks.
- Warewashing sinks (e.g. 3-compartment sinks) must drain all three compartments indirectly to the sewer system through an air gap or air break. Direct waste connections are approved on a case-by-case basis and must meet Department approved specifications (See Appendix B of the Construction Guide).
- It is recommended that the establishment not advertise the opening of the establishment until final approval has been received from this Department.
- All water, plumbing, electrical, gas, ventilation, refrigeration, ware washing, and other equipment shall be operational at time of inspection.
- All plumbing must meet 2006 IPC (International Plumbing Code requirements). Provide approved back-flow preventers that meet Department approval. Fixture counts for school grounds are based on Chapter 4, Table 403.1 of the 2006 IPC and State Code requirements. Provide minimum 1-inch air gaps off all indirect drain lines.
- Provide an additional water line at the mop/ service sink area to supply chemical dispensers. Do not use the mop sink faucet. Y- Valves and down stream shut-off devices are not permitted on sink faucets with integral atmospheric vacuum breakers.
- Conceal all plumbing lines in walls or ceilings, whenever possible, otherwise keep all exposed lines at least 6 inches above floor level and provide at least a ½ inch gap between plumbing / conduit lines and wall surfaces. Do not use soft plastic hoses for drain lines on ice machines, refrigerators, beer boxes or similar equipment. Provide rigid drain lines for ware washing machines. Use solid metal piping, PVC, ABS, etc.
- Provide water from an approved source and an approved sewage disposal system. If a well or septic system is used, documentation indicating system approval for the current establishment is required prior to issuance of a permit.
- Exterior and toilet room doors shall be installed & self-closing. Door sweeps and weather stripping are required at all exterior doors. All openings/doors to the exterior without approved closers shall be protected by an approved air curtain.
- Do not install garbage disposals on food preparation sinks or 3-compartment sinks.
- Local municipality or County Plumbing Code requirements determine the number and size of grease traps, grease interceptors or catch basins. If required, refer to the local municipality for installation requirements. If the establishment is located outside a municipality on county land, contact the Maricopa County Environmental Services Water & Waste Management Division for current code requirements.
- If the establishment serves carbonated beverages, an approved reduced pressure backflow preventer, or an ASSE 1022 approved dual check valve shall be installed between the water supply line and the carbonator. Conduit and fittings between the backflow preventer and the carbonator should be flex line and stainless steel, do not use copper or brass. Provide an approved funnel drain assembly with an approved air gap plumbed to a floor sink to provide drainage for the relief valve of the backflow device. Install water filters on the upstream (water

supply side) of the backflow preventer. These units shall meet all other plumbing code requirements. Certify the backflow preventer and provide copy of the backflow preventer test.

- All equipment must be commercial type, ANSI/NSF approved or equivalent. All equipment must be of approved material, adequate in size, easily cleanable, in good repair and properly installed. No domestic or home-type equipment is allowed. All custom built equipment shall be current code requirements.
- Provide shielded light fixtures over food preparation, service, food storage and utensil washing areas. This includes inside all refrigerators, food display cases, over bar equipment, etc.
- Walls surrounding the mop/service sink area shall be smooth, waterproof and easily cleanable to level of splash. All splash areas must be finished with durable and waterproof materials. Painted dry wall in splash and moisture related areas are not acceptable.
- No perforated, fissured or other textured surfaces allowed. Construction masonry unit (cmu) walls shall be filled or floated to a smooth, nonabsorbent, cleanable surface. All walls and other approved surfaces shall be smooth, durable, nonabsorbent and cleanable. Walls shall be painted with a semi-gloss or high-gloss paint.
- Apply a clean, smooth bead of silicone caulk on all gaps or seams between immovable equipment and walls. Seal spaces around pipes or conduit at all penetrations. All gaps, cracks, and penetrations shall be properly sealed.
- Food establishments must provide a minimum of (1) [certified food service manager](#) to be available at all times during working hours. The establishment shall have a certified food service manager prior to the business opening. All employees shall have [food service worker cards](#) within 30 days of the final inspection.
- Laminate counter top surfaces are considered non-durable for kitchen, food preparation, food-service, wait station, beverage station, and food storage areas are not approved by the Department. Laminate counter tops should not be installed in restrooms. Provide approved solid surface type materials for the counter tops.
- For food establishments, the intended menu (including seasonal, off-site, and banquet menus) shall be completed prior to opening and a copy of the menu provided to the Department at time of the final inspection. Consumer advisories are required when an animal food such as beef, eggs, fish, lamb, milk, pork, poultry, or shellfish is served as ready-to-eat in a raw, undercooked or not otherwise processed form to eliminate pathogens. It is also required for raw ingredients in ready-to-eat food items.
- For public accommodation establishments, an approved ware washing machine shall be installed when multi-use utensils/dishware is used in the rooms.

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Environmental Services Department New Owner Application

PROVIDE BUSINESS & OWNER INFORMATION BELOW (Please Print)

Business Name _____

Address _____ City _____ State ____ Zip Code _____

Phone () _____

Business Owner Name _____

Address _____ City _____ State ____ Zip Code _____

Phone () _____

I hereby certify that the above information is correct and acknowledge that if the above establishment is not in full compliance with the Maricopa County Environmental Health Code, a permit will not be issued and the said applicant may be subject to legal action.

SIGNATURE

TITLE

DATE